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INSTRUMENT STANDARD OPERATING PROCEDURE MANUAL

College of Medicine



SAFETY AND LABORATORY COOMMITTEE, C.O.M, K.F.U.

Prepared by

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Revision Number	Approved by		
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Document History

Document Section	Details of Amendments	Date	Modified by (Initials)
SOP	First Draft on SOP for the operation of Universal 320 R centrifuges	25.4.2021	

1. OBJECTIVE

- ☐ The document describes the operation of **up to date N control panel Universal 320 R refrigerator benchtop centrifuges dimensions (H XW XD): 300 X420 X600 mm, Cat-No 1610**
- ☐ Used for sedimentation of cells, bacteria, yeast , DNA/RNA and protein precipitate.
- ☐ Easy to operate
- ☐ Special lid locking device
- ☐ Extensive range of accessories eg; hygienic bucket.

2. SCOPE

3. RESPONSIBILITIES

- ☐ It is the responsibility of designated personnel in Research lab to train staff and students on this procedure and to ensure adherence to this procedure under supervision.
- ☐ It is the responsibility of designated personnel (staff or Student) to follow the instructions of this procedure under supervision.
- ☐ Routine in R & D laboratories of the pharmaceutical and biotechnical industry.

4. REFERENCES

- ☐ **Hettich Zentrifugen** sheet for universal **320 R**.

5. DEFINITIONS

- ☐ **Up to date N control panel Universal 320 R refrigerator benchtop centrifuges dimensions (H XW XD): 300 X420 X600 mm, Cat-No 1610.**
- ☐ **Metal housing and lid.**
- ☐ **Stainless steel centrifuging chamber.**
- ☐ **Lid dropinf protection.**
- ☐ **Lid locking and holding during rotor run.**
- ☐ **Motor overheating protection.**
- ☐ **Chamber overheating protection**
- ☐ **Exchangeable automatic rotors**
- ☐ **Large display for actual values of the parameters.**
- ☐ **Standard tubes up to a volume of 100 ml**
- ☐ **Speed:** Input increments of 10.
- ☐ **Relative centrifugal force (RCF):** Input increments of 10
- ☐ **Running time max 99 minutes.**
- ☐ **Tempreature T : RANGE OF -20C to +40C**

6. SAFETY PRECAUTIONS

- ☐ Do not place any object in front of the ventiduct.
- ☐ Should be installed on a good stable base.
- ☐ Establish 300mm safety zone around the centrifuge
- ☐ Do not filled the containers beyond their capacity.
- ☐ Centrifuge must not used with inflammable or explosive material.
- ☐ CENTRIFUGE CONTAINERS WITH SPECIAL SCEW CAPS CAN BE USED FOR HAZARDOUS SUBSTANCES.

7. PROCEDURE FOR OPERATING THE Universal 320 R centrifuges

7.1. Turning on the instrument:

- ☐ Switch on the instrument
(mains switch on the rear) .
- ☐ Control panel overview (Switch on)

7.2. Software Operation.

7.3. Steps of the Procedure

- ☐ Setting the centrifuging parameters
for automated cycle.
- ☐ Press start

7.4. Turning off the Instrument

- ☐ Unload the samples
- ☐ Turn off the control panel.
- ☐ Turn off the electric main power source.

7.5. Warning

Write any the warning in BOLD and RED FONT.
